



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE MANAGEMENT AUDITOR

\$4,316 - \$5,247

ENFORCEMENT BRANCH - SPECIAL INVESTIGATIVE UNIT (SIU)

SACRAMENTO

****MULTIPLE POSITIONS****

RESPONSIBILITIES: Under the direction of the Staff Management Auditor of the Special Investigative Unit, the incumbent will apply specialized auditing techniques and procedures, auditing standards, insurance codes, rules, regulations, to conduct confidential and complex reviews of insurance company special investigative units to determine their compliance with applicable statutes and regulations. The incumbent will work with various Enforcement Branch staff and Department resources to obtain examination information, analyze multiple sources of data, and provide written reports, charts, graphs, and/or conduct oral presentations of findings to insurers and Department management. Moderate travel via private or public transportation (i.e. automobile, airplane, etc) up to 40% is required including overnight travel both inside and outside California. ***Fingerprinting and background check are required. Free Parking! Close to Light Rail Station!*** Two vacancies currently exist.

DESIRABLE QUALIFICATIONS:

- Experience in evaluating regulatory compliance
- Experience conducting complex compliance audits;
- Excellent writing and verbal communication skills;
- Ability to work in a team setting or independently, as needed;
- Ability to create and edit work using computer applications such as Microsoft Word and Excel;
- Ability to foster a harmonious working relationship with members of the insurance industry;
- Ability and willingness to travel through out California and, on occasion, out-of-state;
- Knowledge of insurance industry practices;
- Knowledge of insurer Special Investigative Units and the California Code of Regulations and California Insurance Codes applicable to the SIU;
- Prior experience working with law enforcement is helpful.

WHO MAY APPLY: Applications will be accepted from current State employees in the Associate Management Auditor classification, or those within transfer range or list eligible candidates. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "SPECIAL INVESTIGATIVE UNIT – AMA #413-176-4159-SIU" ON THE STATE APPLICATION.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: **AUGUST 9, 2006 or Until Filled**

NOTE: **Interested individuals including list eligible candidates must submit their application in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

7/27/06 sf